ABX 2014

Exhibitor Service Manual

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GET THE OPERATIONAL ITEMS OUT OF THE WAY AND POSITION YOURSELF TO SELL

The real purpose of Exhibitors being here for Exhibitors is ---SALES--- avoid common operational mistakes and do the following:

The Exhibitor Manual is your key to saving money and getting the most out of the show by placing orders prior to the vendor's discount deadline dates.

- Pre-register your show personnel to avoid on-site delays
- Expect to gain access to the show only at the scheduled hours... not before!
- Understand that security regulations are enforced for the benefit of all exhibitors.
- Have your exhibit ready when the show opens.
- Follow show rules regarding security, set-up, and breakdown.
- Remain set-up for business until the official closing of the show.
- Take advantage of the pre-show Attendee list and send a VIP invitation to your clients and invite them to your booth. The attendee list can be purchased for a one time only use through a bonded mail house. If you are interested contact Ivett Ortiz at iortiz@tradeshowmgmt.com or 800-996-3863.
- Focus on "Green" in your booth. Include educational information about sustainability and how it relates to your company or products. Get additional exposure by considering the New Product or Green Programs available in the service manual.
- Avoid sitting, reading, eating, or drinking in your booth. Be prepared with a short introductory speech with engaging questions to help investigate the prospect's needs.
- Use premiums as a thank you for stopping by gift at the close of a conversation.
- Order your lead-retrieval device prior to your arrival at the show. Follow up with these leads after the show to maintain communication with attendees who showed interest in your products.
- Be sure to fill out the exhibitor survey after the show so that we can continue to make this a successful event.

IMPORTANT INFORMATION

ADVANCE ORDER DEADLINES

Most items on this list are the service contractors' final dates for the discounted advance-order prices. We strongly encourage you to plan ahead and place your orders prior to these deadlines.

DEADLINE	SERVICE OR ACTION REQUIRED	SECTION
September 4	Early Order Deadline for Lead Retrieval Orders	Registration and Badges
September 24	Make Hotel Reservations	General Information
October 3	Exhibitor Appointed Service Contractor Information	Decorator Services
October 3	Order Furnishings & Freeman Decorating Accessories	Decorator Services
October 3	Order Carpet	Decorator Services
October 3	Register Your Staff via Exhibitor Portal	Registration and Badges
October 3	Order Plumbing Services	BCEC Exclusive Services
October 3	Order Cleaning	BCEC Exclusive Services
October 3	Order Telephone	BCEC Exclusive Services
October 3	Order Electricity	BCEC Exclusive Services
October 3	Order Porter Service	BCEC Exclusive Services
October 3	Order Modular Rental Exhibits	Decorator Services
October 3	Order Labor for Booth Set-up	Decorator Services
October 3	Order Material Handling Services	Decorator Services
October 3	Order Rigging Equipment and Labor	BCEC Exclusive Services
October 3	Food and Beverage Sampling Requests	Additional Services
October 3	Order Signs & Graphics	Decorator Services
October 3	Order Audio/Visual/Computer Equipment	Other Contractors
October 4	Advance Order Deadline for Lead Retrieval Orders	Registration and Badges
October 17	Freeman stops Accepting Advanced Freight	Decorator Services

IMPORTANT INFORMATION

SCHEDULE OVERVIEW

MOVE-IN DATES AND TIMES

Sunday, October 26, Noon – 5:00PM

Sunday will be double time for union labor

Exhibitor may move-in on, **Monday, October 27, 8am – 5pm** if you are shipping to the advance warehouse, direct shipping, or doing it yourself.

SHOW DATES AND TIMES

Tuesday, October 28th 11:00am – 6:00pm

Wednesday, October 29th 11:00am – 6:00pm

Thursday, October 30th 11:00am – 4:00pm

All exhibits must be completely set up by Monday, October 27th at 5:00 PM

(If you require additional time, please make arrangements with show management)

REGISTER ON SITE

Exhibitors Only – Monday, October 27th 8:00am – 5:00pm

Tuesday, October 28th 7:30am – 6:00pm

Wednesday, October 29th 7:30am – 6:30pm

Thursday, October 30th 7:30am – 4:00pm

MOVE-OUT DATES AND TIMES

Thursday, October 30th 4:15pm – Midnight

Friday, October 31st 8:00am – 2:00pm

No booth equipment may be removed from the premises until all aisle carpet has been rolled back, and then must be done in accordance with applicable security and exit procedures.

This schedule is firm. If you anticipate any problem adhering to this schedule contact Rich Elskamp immediately at relskamp@tradeshowmgmt.com

IMPORTANT INFORMATION

WHAT YOU GET WITH YOUR BOOTH

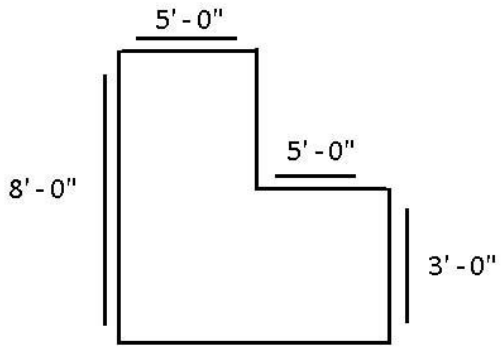
RENTAL OF EXHIBIT SPACE

- Each 10’ x 10’ booth will be set with 8’ high black and gray back drape, 3’ high black side
- Exhibitor personnel registration at no charge for six persons per 100 square feet
- One-line identification sign 7” x 44”
- Aisles will be tuxedo carpeted
- Additional badges are $5 for each person registered with the exhibiting organization
- Exhibitors will receive 100 “Exhibit-Only Invitations” for use in inviting your customers and prospects to visit your booth - invitations are mailed after booth payments have been received
- Daily aisle cleaning
- General Exhibit Hall security coverage at entrances and exits
- Discounted advertising rates in the show program

BOOTH DESIGN

Standard or Linear Booths

All linear booths have one side exposed to an aisle. All back walls, including fixtures and signs, shall not be higher than eight feet (8’). All side panels and displays higher than four feet (4’) shall not extend more than five feet (5’) from the back wall. The remaining five feet (5’) of your side panel or display shall not be higher than three feet (3’). This regulation is in place to ensure that your neighbor does not obstruct a reasonable line of sight into your booth.



IMPORTANT INFORMATION

DETAILED ON-SITE SCHEDULE

SUNDAY, OCTOBER 26, 2014

12:00pm (noon)	Move-In Begins "Do-It Yourself" and direct shipments are accepted. Those "Do-It Yourself" exhibitors must adhere to scheduled load in times. Exhibitors with outstanding show-related balances shall not be allowed access to the Exhibit Hall until all balances are paid in full.
5:00pm	Exhibit Hall closes for the night. All exhibitors must exit the hall. Loading dock closes for the night. Aisle carpet is laid. If you require additional time on Monday, please let show management know so that we notify security.

MONDAY, OCTOBER 27, 2014

8:00am	Move-In Begins "Do-It Yourself" and direct shipments are accepted. Those "Do-It Yourself" exhibitors must adhere to scheduled load in times. Exhibitors with outstanding show-related balances shall not be allowed access to the Exhibit Hall until all balances are paid in full.
5:00pm	Exhibit Hall closes for the night. All exhibitors must exit the hall. Loading dock closes for the night. Aisle is carpet laid. If you require additional time on Monday, please let show management know so that we notify security.

TUESDAY, OCTOBER 28, 2014

7:00am	Hall opens for exhibitor access.
7:30am – 6:00pm	Exhibitor and Attendee Registration opens. All Exhibitors must have badges to gain access to the show floor.
8:30am	ArchitectureBoston Expo 2014 seminar program begins.
10:30am	Show Management begins inspection of all booths to see if any are not capable of being set up in time for the show opening. All booths deemed not ready or able to be ready by 10:30am will be set up by Show Management at the exhibitor's expense. All exhibitors must have checked in with Show Management by this time. Any exhibitor not reporting will not be allowed to exhibit.
11:00am	Exhibit Hall opens to attendees.
4:00pm – 6:00pm	Reception on the Exhibit Hall Floor.
6:00pm	Exhibit Hall closes. All exhibitors must exit the hall.
6:00pm	Opening Night Party.

IMPORTANT INFORMATION

DETAILED ON-SITE SCHEDULE

WEDNESDAY, OCTOBER 29, 2014

7:30am – 6:00pm	Registration is open for exhibitors and attendees.
8:00am – 11:00am	Arrange for dismantling labor between 8:00am and 12:00 noon at the Freeman Decorating service desk. Make shipping arrangements at this time. Bills of lading and labels are available at the service desk. "Move-Out" labor must be ordered before 12:00 noon.
8:30am	ArchitectureBoston Expo 2014 seminar program begins.
10:00am	Exhibitors allowed to enter the Exhibit Hall.
11:00am	Exhibit Hall opens.
4:00pm – 6:00pm	Reception on the Exhibit Hall Floor.
6:00pm	Exhibit Hall closes.

THURSDAY, OCTOBER 30, 2014

7:30am – 4:00pm	ArchitectureBoston Expo 2014 seminar program begins.
7:30am – 4:00pm	Registration is open for exhibitors and attendees.
10:00am	Exhibitors allowed to enter the Exhibit Hall.
11:00am	Exhibit Hall opens.
4:00pm	ArchitectureBoston Expo 2014 Exhibit Hall officially closes. **<u>NO</u> part of any exhibit may be dismantled before 4:15pm. Violators will be penalized.**
4:15pm – 11:59pm	• Move-Out begins, Do-It Yourself exit opens. • Aisle carpet will be taken up. • No dollies shall be allowed in the Exhibit Hall prior to close of show. • No freight shall leave the Exhibit Hall until the official close of the show at 4:15pm. • Exhibitor's entrance and exit shall be the same as during the set-up period, with the same rules and regulations in effect regarding loading trucks, rental vans, station wagons, cars, etc. • Freeman Decorating will deliver all empty exhibit containers to all booths before removing any exhibits from the floor. • Crates are returned to booths (approximately a 2 – 4 hour process). Packing and all containers should be confined to your booth area to avoid blocking the aisles. Pack all merchandise and label each piece appropriately before leaving. • Before leaving the show premises, exhibitors should be certain that small package items have been loaded out. The drayage firm is not liable for the loss of small items left unattended in the booth.

IMPORTANT INFORMATION

HOTEL INFORMATION

Book your hotel reservations with one of these options below to enjoy significant event savings. You must indicate your group affiliation, ABX, when making reservations to receive the special rate.

Westin Boston Waterfront
425 Summer Street
Boston, MA 02210
888-627-7115
Rates: Single or Double - $269.00

Hotel room rates are subject to applicable state and local taxes in effect at time of check-in. Book your room online. Reservations must be received on or before 5:00 pm on Wednesday, September 24, 2014.

Renaissance Boston Waterfront Hotel
606 Congress Street
Boston, MA 02210
877-513-6305
Rates: Single or Double - $260.00

Hotel room rates are subject to applicable state and local taxes in effect at time of check-in. Book your room online. Reservations must be received on or before Monday, October 14, 2014.

Hampton Inn & Suites - Crosstown Center
811 Massachusetts Avenue
Boston, MA 02118
617-445-6400
Rates: Single or Double - $169.00

Hotel room rates are subject to applicable state and local taxes in effect at time of check-in. Book your room online. Room rates include shuttle service to and from Logan Airport and to and from the Boston Convention and Exhibition Center. Reservations must be made by Wednesday, September 24, 2014.

IMPORTANT INFORMATION

DIRECTIONS TO THE BCEC & PARKING

FROM Logan International Airport and Route 1A South:

Take I-90 West/Ted Williams Tunnel to Exit 25 "South Boston". At the top of the ramp, take a right onto Congress Street. Take the next right onto D Street. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left.

FROM Western Massachusetts:
Take I-90 Eastbound to Exit 25 "South Boston". At the top of the ramp, take a right onto Congress Street. Take the next right onto D Street. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left.

FROM points North via I-93:
Take I-93 South to Exit 20A “South Station.” At the end of the ramp, take a left at signal, onto Summer Street at South Station. Follow Summer St. for approximately 1 mile, the BCEC will be on your right.

FROM points South via I-93:
Take I-93 North to Exit 20 "South Boston". Follow the signs to "I-90 East". Take the first tunnel exit to "South Boston". At the first set of lights, take a right onto Congress Street. Take the second right onto D Street. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left.

PARKING

Valet Parking:

Valet parking ($25) is available during most events. To access from Summer Street, turn onto East Side Drive and the valet area will be immediately on your right. We accept cash and all major credit cards.

BCEC South Parking Lot:

To self-park ($12), from Summer Street, turn onto East Side Drive, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking lot in front of you.
Commercial Vehicle Directions/Loading Dock Map
Non-Commercial Vehicle Directions/Loading Dock Map

Alternate Parking:

In the event that onsite parking has reached capacity, additional parking may be available at either the Boston Marine Industrial Park (BMIP) or lots on the Waterfront. All alternate parking lots are on a first come first serve basis and are within walking distance of the BCEC. Click here to download Alternate Parking Lot Map, Rates and Walking Directions. Alternate Parking Lot Map

IMPORTANT INFORMATION

EXHIBITOR SERVICE DESK

For your convenience, an Exhibitor Service Contractors Desk operates throughout installation, show hours, and move-out. Please refer to the Quick Fact Sheet in the Decorator Services section for exact hours. Experienced personnel are on hand during these times to answer questions and assist exhibitors with their orders. The Exhibitor Service Desk is located in the exhibit hall.

We cannot overstress the importance to you that you order all of your requirements from all contractors before their advance order-deadlines. This is the only way the contractors can efficiently serve all exhibitors in the short time allotted.

Additionally, it saves you money and avoids any out-of-stock crises.

IMPORTANT SALES TAX INFORMATION

OBLIGATION OF TRADE SHOW VENDORS TO COLLECT SALES/USE TAX
The Commonwealth of Massachusetts, Department of Revenue, requires each exhibitor to be registered as a vendor. Per the Commonwealth, any vendor, "engaged in business in Massachusetts" must register and collect sales/use tax on property that its customers purchase for use in Massachusetts, regardless of where their inventory is located (inside or outside of the state). A vendor is considered to be “engaged in business in Massachusetts" if the vendor solicits orders at trade shows held in Massachusetts for more than three days in one year.

If you have any questions regarding the above, please contact: The Department of Revenue Customer Service Bureau, 200 Arlington Street, Chelsea, MA 02150 617-887-6367 Please be advised that, ArchitectureBoston Expo cannot be responsible for any vendor who is not registered with the Massachusetts Department of Revenue or who may be delinquent with prior taxes.

INSURANCE / LIABILITY

All exhibitors must carry: a) Workers’ Compensation in compliance with statutory requirements, b) Comprehensive General Liability in the amount of $1,000,000 per occurrence and $2,000,000 in the aggregate, including products and completed operations, independent contractors personal injury and blanket contractual liability, c) Auto Liability in the amount of $1,000,000 per occurrence and in the aggregate when automobiles will be used on the premises.

IMPORTANT INFORMATION

EXHIBITOR REGISTRATION

At all times during show operation, all exhibitor personnel and independent contractors are required to wear ABX badges. Exhibitors are allotted six free badges for every 100 square feet of rented space. Each exhibitor badge beyond the allocated amount is available at $5.00 per badge. Exhibitor badges will not be mailed. Each exhibitor registered will receive an e-mail confirmation. Please print the confirmation and present it onsite to have your badge(s) printed. No phone orders are accepted. There may be a delay in processing of badges requested when the show opens on Tuesday, to save time pick up your badges on Monday if possible. Do not use exhibitor badges for anyone other than personnel staffing your booth. Please click on the Free Exhibitor Pass to invite your customers.
No one under 16 without an adult, no strollers or baby carriages shall be allowed into the exhibit or seminar areas.

Registration Desk Hours:
Tuesday, October 28, 7:30am – 6:00pm
Wednesday, October 29, 7:30am – 6:00pm
Thursday, October 30, 7:30am – 4:00pm

The exhibitor registration portal will be your one-stop location for registering your booth staff, conference pass, order additional conference passes, connect to the exhibitor manual, and invite your customers via email or social media.

Please contact Rich Elskamp at 508-790-4751 or relskamp@tradeshowmgmt.com if you cannot locate your user name and password.

MAIL: 100 Free Exhibit Hall passes will be mailed to the main contact listed for this event. Use these to invite your customers and prospective customers to visit you at ABX. If you would like to change where the tickets will be mailed, please contact Rich Elskamp at 508-790-4751. Free Exhibit Hall passes are also available electronically through the registration portal. Please note that more Exhibit Hall passes will be available on request.

Invite Your Best Customers & Prospects and Start Generating Qualified Leads BEFORE you get to ABX 2014:
Increase your ROI for 2014 using the online exhibitor invitation tools. These tools make it quick and easy for you to invite your best customers and hottest prospects. Attendees who register via these methods will receive a FREE Exhibit pass ($15 value!) - compliments of your company.

Once your clients have registered you will have real-time access to these registrations, allowing you to set appointments, make special offers and start qualifying your leads, making your company stronger than ever! See below for information and to view or download the list of your registered guests.

Banner Download: You can download and post ABX banners or buttons to your website. Please visit our Download Graphics page, click the image in the size you prefer and right click to save. Make sure to link the logo back to http://www.abexpo.com/.

In addition to full access to the exhibit floor exhibitors may purchase workshops packages. A complete listing of available workshops packages is available on our website at http://abexpo.com/register/pricing/

IMPORTANT INFORMATION

CONTACTS

SHOW OPERATIONS AND MANAGEMENT

All questions regarding event policies, regulations, timing, display limitations, and show rules and regulations, in general, should be directed to Rich Elskamp, (508) 790-4751 or relskamp@tradeshowmgmt.com.

BOOTH SALES, RELOCATION, ADVERTISING, SPONSORSHIPS

Any questions regarding additional booth sales or location of booths should be directed to the following: Brian Keefe (781)-335-4072 or bkeefe@tradeshowmgmt.com.

OFFICIAL SHOW CONTRACTORS

All questions or instructions regarding shipping, storage, labor, utilities, furniture, carpet, special decorations, audio/visual equipment, floral needs, etc., should be directed to these Official Show Contractors:

General Services Contractor **Freeman Decorating** 139 Campanelli Drive Middleboro, MA 02346 **Phone:** 781-380-7550 **Fax:** 469-621-5608	**Lead Retrieval Forms** **Convention Data Services CDS** 107 Watertown Road Bourne, MA 02532 **Phone:** 800-548-9299	**Booth Catering** **Boston Convention & Exhibition Center** 415 Summer Street Boston, MA 02210 **Phone:** 617-954-2812 **Fax:** 617-954-2159
Telephone **Massachusetts Convention Center Authority** 415 Summer Street Boston, MA 02210 **Phone:** 617-954-2100	**Plumbing** **Massachusetts Convention Center Authority** 415 Summer Street Boston, MA 02210 **Phone:** 617-954-2100	**Exhibitor Parking** **Boston Convention & Exhibit Center (BCEC)** 415 Summer Street Boston, MA 02210 **Phone:** 617-954-2100
Audio Visual Services and Computer Rental **SmartSource** **Phone:** 800-955-5171 **Fax:** 972-692-7815	**Security** **Massachusetts Convention Center Authority** 415 Summer Street Boston, MA 02210 **Phone:** 617-954-2100	**Electrical Services** **Massachusetts Convention Center Authority** 415 Summer Street Boston, MA 02210 Phone: 617-954-2100
Plant Rental Services **Massachusetts Convention Center Authority** 415 Summer Street Boston, MA 02210 Phone: 617-954-2100		

Peninsula Booths

A peninsula booth is exposed to aisles on three sides. There are 2 types of peninsula booths:

(a) One which backs up to a linear booth and
(b) One which backs up to another peninsula booth and is sometimes referred to as a "Split Island Booth"

When a peninsula booth backs up to two linear booths, the back wall is restricted to four feet (4') high within five feet (5') of each aisle, permitting reasonable line of sight for the adjoining linear booths. Sixteen feet (16') is the maximum height allowed, including ground supported signage, and for the center portion of the back wall provided prior written approval is given by show management, in writing, no later than September 29, 2014.

When a peninsula booth abuts another peninsula booth and the back wall of your display is higher than 8 feet, the side of the wall facing the neighboring exhibitor must be finished and cannot contain graphics or logos.

Hanging signs are permitted above peninsula booths to a maximum height of 16 feet provided prior written approval is given by show management, in writing, no later than September 29, 2014.

Island Booths

An island booth is any size booth exposed to aisles on all four sides.

There is no 8' high pipe and drape provided for island booths. Walls may be installed in any portion of the booth, however at least 75% of the perimeter area must be left open. Walls must be finished on all sides so as not to be unsightly to neighboring exhibitors and delegates. Those not satisfactory in the opinion of Show Management will be made correct at the discretion of Show Management with all expenses for such work being charged directly to the exhibitor.

Hanging signs are permitted above island booths to a maximum height of 16 feet from the ground to the top of the sign provided prior written approval is given by show management in writing, no later than September 29, 2014.

(NEW) Aisle Sign Height

All aisle signs hung by the decorator will be hung so that the bottom on the aisle sign is at a height of 26 feet from the exhibit floor. If an exhibit is higher than 12 feet and interferes with any aisle sign, the exhibitor will be asked to remove any obstruction unless prior written permission is granted by Show Management for an exhibit-height exception.

Exposed Ends

The side of any display cabinet or structure which is visible from an aisle or adjacent exhibitors Booth must be finished or suitably decorated at the expense of the exhibitor erecting or installing such display. Those not satisfactory in the opinion of Show Management will be made correct at the discretion of Show Management with all expenses for such work being charged directly to the exhibitor.

Support

Displays must be self-supporting. Tape, nails and screws are not permitted in building floors and walls.

RULES GOVERNING ABX 2014

Fireproofing
All displays or exhibited materials must be fireproofed to conform to federal, state, and city fire laws. Bring certificates of proof to the show.

Wiring
All wiring on booths or display fixtures must meet Underwriters Laboratory (UL) rules and local fire department regulations (3-wire only). This applies to all booth construction and electronics equipment. Be sure these specifications are met before sending your display to the exhibit.

Hazards
All hazardous items used in displays must be properly safeguarded, protected, registered, or avoided in accord with applicable city, state, and federal regulations. Hazardous items that would typically fall under this requirement include but are not restricted to the following:

- Evacuated containers or components
- Radioactive material
- X-ray producing equipment
- Particle accelerators
- Inflammable and explosive material

Allowable Space
Displays must be wholly confined within exhibitor's booth and must not obstruct the clear view of nearby exhibits, wall-mounted fire apparatus, or exits. This will be strictly enforced.
Space has been provided behind many booths for show service personnel and for ease in getting to the rear of displays. It may not be used by exhibitors for the storage of pamphlets, boxes, briefcases, instruments or any other items. Nor may booth structure or equipment extend into it.

Aisle and Booth Carpet
When an exhibitor or organized group of exhibitors occupies four facing booth units across any aisle, the exhibitor cannot carpet the aisle between the booths for purposes of display identification and continuity. The original aisle dimensions must be maintained, as far as exhibit material or products are concerned and, to prevent tripping, the edges of carpeting in the aisles must be taped down by the exhibitor. Because this is a design oriented audience, all booth spaces are required to finish/cover the existing hall floor with carpet, tile, rugs etc.

Subletting
No exhibitor may assign, sublet, or apportion any exhibit space, except under unusual circumstances, and then only with the written approval of show management.

Lighting
The light level in the BCEC will be maintained at 125 candles. The use of flashing or rotating lights (strobe lights, beacons, etc.) in an exhibit is prohibited because such lights are visible outside the booth area. Booth lighting must not interfere with exhibits or personnel in nearby areas.

Note

Any displays not conforming to the ArchitectureBoston Expo 2014 exhibit specifications must be approved by Show Management in writing prior, to September 29, 2014. Fire Department inspectors have the authority to delay opening of the Show if these spaces are misused. Should an exhibitor anticipate a storage problem, he or she should contact Show Management well in advance. Items found in violation of this rule will be removed and stored at the owner's expense.

Exhibiting Personnel

With the exception of convenience help who are official contractors authorized by Show Management, such as receptionists or professional product demonstrators, all booth personnel must be regular employees of the company, or its representatives, who are fully capable of explaining the products or processes on display. The appearance and decorum of booth personnel must reflect good taste and be consistent with the high aims of ArchitectureBoston Expo 2014.

Congestion

No exhibitor may engage in any activity or employ any individual or device, which tends to create unreasonable congestion in the aisles.

Outside Promotion

No exhibitor may advertise or promote any outside activity, such as an open house away from the exhibit hall, if the activity is scheduled during the hours the exhibit hall is open.

Booth Activities

Exhibitors wishing to incorporate audience-gathering demonstrations or audience-participation activities must submit their plans to Show Management, in writing, at least 30 days in advance of the show (no later than September 29, 2014). Show Management reserves the right to prohibit any activity, which, in its sole opinion, is not in keeping with the character or best interests of the show.

All activities by exhibitor, or other, must be confined within exhibit areas or demonstration rooms. Sufficient space must be provided within the limits of the exhibit area and so arranged that persons watching demonstrations and other exhibit activities are contained within the area, rather than in the aisle. In general, plans for activities involving an audience in front of a narrator or performer, or use of mobile robots, must have written approval from Show Management.

It is strictly against the rules for any person or any group to distribute literature, or carry signs or posters, or display materials or signs in the aisles, restaurants, lounges, or registration areas. Any material left in these areas will be discarded.

RULES GOVERNING ABX 2014

Distribution of Souvenirs and Samples

Any distribution of souvenirs, samples, or prizes must be conducted entirely within the exhibitor's designated booth space.

No articles of clothing, hats or other head coverings, self-adhesive badges, noise-making devices or anything not in keeping with the character and standards of ABX may be distributed by an exhibitor unless approved in writing by Show Management in writing prior, to September 29, 2014.

In all cases, exhibitors planning give-aways of any nature must make arrangements, well in advance, with Show Management, which reserves the right to prohibit the distribution of anything which, in its opinion, is not in keeping with the character of the show nor in the best interests of the attendees and other exhibitors. Drawings for prizes may be conducted only during the last 15 minutes of each show day.

Recruiting Policy

Show Management is opposed to overt employment recruiting in association with any of the functions or facilities related to the exhibit, conferences and meetings, social events, or other activities of the show. Exhibitors may not distribute announcements, invitations, or other recruiting literature in these areas.

Sounds in Exhibits

Public-address systems, sound projectors, tape decks and other sound-producing and/or amplifying devices may be used in booths, provided they meet applicable safety regulations, are installed in a workmanlike manner, and do not create a distraction. Use of a compressor-limiter in public address equipment is encouraged to assure adherence to this rule. Some sound systems may require an electrical operator provided by the official show contractor.

Moving Displays

Moving displays, motion pictures, slides, films, television screens, oscillographs, etc., may be operated when positioned so as not to attract or create a crowd in the aisles or in an adjacent booth or another exhibit. Some projection equipment may require a projectionist provided by the official show contractor.

Dismantling

In deference to show visitors, no exhibitor may begin dismantling until closing time. Violation may prohibit you from exhibiting in future ABX shows. No booth equipment may be removed from the premises until all aisle carpet has been rolled back, and then must be done in accordance with applicable security and exit procedures.

Union Jurisdiction

The services provided to exhibitors and those contracted for by exhibitors during the show are under union jurisdiction. All official contractors assigned by Show Management are subject to union regulations. Exhibitors are requested to comply with union requirements.

Non-Official Contractors

Exhibitors desiring to use service contractors other than those appointed by Show Management, as “official contractors” must obtain advance written approval from Show Management.

The exhibitor or the contractor must present a written request, no later than September 29, 2014. This request should include the name and address of the contractor, name of the supervisor to be in attendance, a certificate of insurance, and a statement that the contractor will comply with all rules and regulations of the show or will forfeit his or her company’s access to the floor.

Package Removal During Show

No units of an exhibit, or packages, may be removed from the exhibit hall during the show without a written pass supplied by Show Management, and supported by proper credentials. All packages, briefcases, etc. are subject to examination before removal.

Signage

Absolutely no signs or graphics may be placed outside the area of the booth. No signs or graphics may be placed on posts or pillars in or adjacent to standard booths occupied by exhibitors or on carpeted areas of the aisles beyond the standard booth limits. No materials may be placed on any surface of the building including pillars. Any damage caused by violation of this rule will be charged to the exhibitor whose material is found in violation whether or not the material was placed in violation by the exhibitor himself.

Booth Identification Sign

To maintain consistent show graphics, ABX provides to you one free 7" x 44" identification sign (white with black lettering) with your company name and location on it. This sign will be on your booth(s) when you arrive. Any changes that you wish to make on the free booth sign must be submitted in writing to ArchitectureBoston Expo 2014 **no later** than September 29, 2014. No free changes will be allowed after that date.

Cross-Aisle Header

When a single exhibitor occupies a minimum of four (4) facing booth units, permission may be granted to use a cross-aisle header. For each additional pair of cross-aisle booths, applications may be made for additional headers. The following stipulations will apply:

- The exhibitor must obtain written permission from ABX before September 29, 2014.
- The header shall be no greater in vertical dimension than 24" nor wider than the aisle.
- The top of the header may not exceed 12' above floor level.
- The bottom of the header may not be lower than 8' above floor level.
- The header must be set a minimum of 5' from the end of the display that adjoins a non-related exhibitor.

Signs Hung Overhead within Booth Space

Hanging signs are permitted in the BCEC after the request is approved by Show Management. If you wish to hang a sign, send a letter to ArchitectureBoston Expo 2014 listing:

- Size of sign
- Weight
- Number of signs
- Special cables or connectors required

All requests to hang signs must be received by September 29, 2014. Show management will notify you if we are unable to approve your sign.

The official rigging service contractor, JCALPRO, must install all signs that hang from the ceiling. Signs must be hung prior to the installation of your booth. If you want to hang a sign, we recommend that you ship it to the Freeman warehouse in order to expedite its installation.

In order to give additional identification to exhibits, signs may be placed above the 8' level of the booth, according to the following specifications:

- Signs must not exceed the perimeter of your rental booth space.
- One sign may be displayed by an exhibitor for each 10' of booth space along an aisle.
- The top of any sign may not exceed 12' above floor level and the bottom must be above the 8' level.
- The sign must be located at least 3' from the perimeter of the booth - that is, 3' from the neighboring booth and 3' back from the front boundary of your booth.
- The sign may be lighted, two-faced, and may rotate. However, supporting structures must be such that they follow generally accepted safety and building code rules.
- When a sign exceeds the 8' level and is visible to those viewing booths in the aisles behind it, the rear of the sign must be covered or finished so as to not detract from those booths behind it.

Additional Signage

Should you wish to order specific cardboard signs other than those provided, you must complete the sign order form in the Decorator Services Section and return it to Freeman no later than September 29, 2014.

Show Management must approve all additional signs prior to installation at the show to avoid significant divergence from our graphic standards.

RULES GOVERNING ABX 2014

EXHIBITION CENTER FIRE SAFETY REGULATIONS

Fire Safety

This section of the BCEC Event Planning Guide's Public Safety provisions adheres to National Fire Protection Association (NFPA) rules and the City of Boston (COB) Fire Code.

Fire Safety Equipment

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers. Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine. Fire Safety Limitations The following limitations apply to all exhibits located in the exhibition halls in the BCEC:

1. The following items are fire-hazards and are prohibited for use in the BCEC:
   - Compressed flammable gases (Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department). Quantity inside the BCEC is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. You may make arrangements with the BCEC Public Safety Department for on-site exterior storage of any additional canisters. You are required to have a 20 lbs. ABC fire extinguisher for your display when using butane.)
   - Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives Untreated Christmas trees, cut evergreens or similar trees Fireplace logs, charcoal and similar materials Untreated mulch and Spanish moss or similar vegetation Untreated hay or straw

2. The following shall be protected by automatic fire extinguishing systems:
   - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
   - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
   - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level.

3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters .The Boston Fire Department prohibits the use of fabric as a display ceiling or covering.

4. The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters).

5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.

EXHIBITION CENTER FIRE SAFETY REGULATIONS

Fire Safety Equipment

6. Open flame devices may be permitted when they are a necessary part of the exhibit. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20 lb. ABC fire extinguisher present within the exhibit.

7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.

8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped; vehicles shall not be moved during exhibit hours. Fueling or defueling of vehicles is prohibited. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.

9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.

10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps, exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.

11. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.

EXHIBITION CENTER FIRE SAFETY REGULATIONS

Fire Safety Equipment

12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plane relative to the exhibit hall floor.

13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

14. Exhibitors shall move, remove, or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.

Flame-Retardant Treated Materials

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.

2. Combustible materials, ⅜ inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.

3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.

4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.

5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.

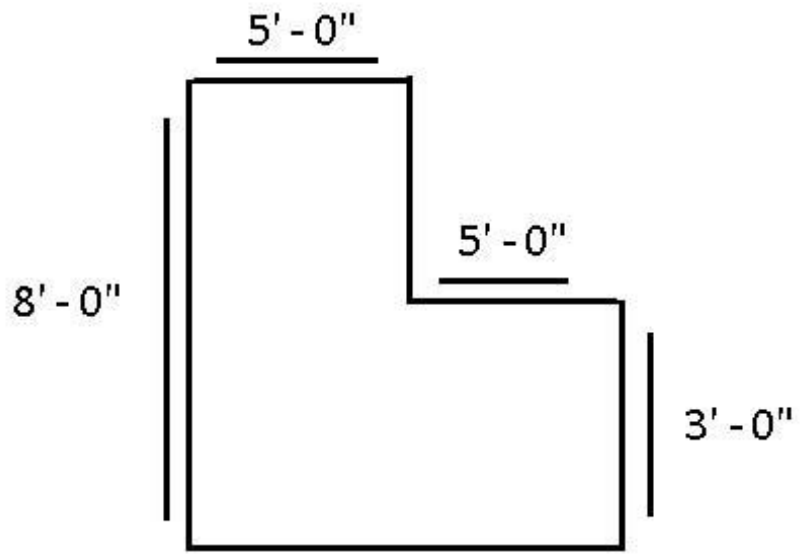
   The City of Boston Fire Code prohibits the use of:
   - Fabric attached to a ceiling or used to cover any portion of an exhibit.
   - Carpet on ceilings, walls, seating products, or as decorative material.

RULES GOVERNING ABX 2014

BOOTH DESIGN

Standard or Linear Booths

All linear booths have one side exposed to an aisle. All back walls, including fixtures and signs, shall not be higher than eight feet (8'). All side panels and displays higher than four feet (4') shall not extend more than five feet (5') from the back wall. The remaining five feet (5') of your side panel or display shall not be higher than three feet (3'). This regulation is in place to ensure that your neighbor does not obstruct a reasonable line of sight into your booth.



These rules and regulations governing ArchitectureBoston Expo 2014 supplement the contract for space and they have been established for the protection of everyone. The word "management" as used herein shall mean officers, employees, or contractors acting with authority of ArchitectureBoston Expo 2014 Show Management.

Show Management reserves the right to amend these rules and regulations or to make additions thereto at any time. Under unusual circumstances, and at its own discretion, Show Management may also make specific exceptions to or changes in, the rules without necessarily establishing a precedent or applying the modification beyond the specific case involved.

Show Management shall have final authority to interpret these rules and their application.

MOVE-IN AND MOVE-OUT INFORMATION

Move-In for ArchitectureBoston Expo is based on a very tight schedule. We have tried to simplify the process as much as possible to avoid any confusion. Our move-in times are based on the type of move-in you will be doing.

There are three ways in which your exhibit materials may arrive at ArchitectureBoston Expo:

- Direct ship to show – shipments should be scheduled to arrive on Sunday, October 26, 2014 (double time) or Monday, October 27, 2014 (straight time).

- Advance ship to warehouse – freight will be accepted at the Freeman warehouse beginning Tuesday, September 30, 2014. After October 17, 2014, materials will receive an additional late charge.

- Do-it Yourself delivery to show site – SHOW MANAGEMENT RECOMMENDS THIS WHENEVER POSSIBLE.

Once you have decided how you will ship your exhibit materials please be sure to read the material handling information in great detail. PLEASE NOTE: ANY EXHIBIT OR DISPLAY ARRIVING IN A TRUCK OVER 24' IN LENGTH WILL BECOME THE JURISDICTION OF LOCAL 25, AND MUST BE UNLOADED BY MEMBERS OFTHAT UNION. Details on this can be found on the Labor Jurisdiction sheet located in the Decorator Services section of the service manual.

While these work rules may allow some industrious individuals to take on their own material handling, please carefully consider all the work involved. After unloading your materials at the dock, you must immediately remove your vehicle to the parking lot since other exhibitors will be waiting.

Once you have set up your booth and unpacked your materials, fire regulations are strictly enforced and will not permit the storage of your packing materials and cartons in your booth. Therefore, you may have to retrieve your vehicle to take your packing materials back out of the building. Arrangements can be made to store your packing materials with Freeman for a fee. At the conclusion of the show, this whole process must be reversed if you choose to do your own material-handling.

In choosing to perform your own drayage services, you will assume all liability for work-related injuries resulting from your work on the loading dock, which has dangerous equipment operating in close quarters. If, however, you choose to use Freeman, its drayage charge covers: the unloading of your vehicle; delivery of your material to your booth; removal of empties from the floor; return of empties at the conclusion of the show; pickup of repacked materials at your booth and reloading your vehicle.

MOVE-IN AND MOVE-OUT INFORMATION

FOR ADVANCE SHIP TO THE WAREHOUSE

- Your delivery can arrive at the warehouse beginning Tuesday September 30 2014. The warehouse shipping address is:

ArchitectureBoston Expo
Exhibiting Company Name/ Booth #_____
C/O Freeman
25 Doherty Ave
Avon, MA 02322

All labor needed must be ordered through Freeman. Please refer to the Display Labor Order Form in the Decorator Services section of this manual.

FOR DIRECT SHIP TO SHOW SITE

- Ship your materials to the Boston Convention & Exhibition Center (BCEC) C/O Freeman.

- Shipments should be scheduled to arrive on, Sunday Oct 26 2014 (double time) or Monday Oct 27 2014, (straight time)

If you are shipping your booth direct to show site for arrival on Sunday October 26, 2014 (double time) or October 27, 2014 (straight time), please be advised that shipments will be accepted on a first come first served basis. The show site shipping address is:

ArchitectureBoston Expo
Exhibiting Company Name Booth #_____
C/O Freeman
Boston Convention & Exhibition Center
415 Summer Street
Boston, MA 02210

MOVE-IN AND MOVE-OUT INFORMATION FOR 2014

FOR "DO-IT YOURSELF" EXHIBITS ONLY

- Your shipment must arrive in a private vehicle — automobile, company truck, rental van, etc. (any truck over 24' will be unloaded by local #25 and becomes a direct ship).

- Park at the POV area along the fence at the BCEC.

- You must be able to complete your delivery with only the use of non-mechanical equipment. No fork trucks, pallet jacks, or mechanized lift gates may be used by anyone other than the official drayage contractor, Freeman.

- You will be using full-time employees of the exhibiting company.

- Do-It Yourself Exhibitors may move-in to the exhibit hall on Sunday, October 26, 2014 Noon -5:00pm and Monday, October 27, 2014 – 8:00AM - 5:00PM.

- Exhibitors may perform their own drayage provided they use their own full-time employees and their own handling equipment, which is limited to basic mover's dollies, two-wheeled hand trucks and four wheeled flat trucks, which are hand-operated to move exhibit material from the loading dock to the booth.

- If you will be using a company truck and you fit into all other criteria to be a do- it yourself exhibitor however you require a loading dock, please see one of the ArchitectureBoston Expo represeatives at the do-it yourself loading dock. Someone capable of driving your vehicle must remain with it at all times while it is in front of the "Do-It Yourself" entrance. Unattended vehicles will be ticketed and towed at the owner's expense. Allow adequate time to ensure that your space is show ready by 6:00 pm on Monday. There will be no refunds or exceptions for any un-set booths.

- All empty crates must be stored off the premises. If you wish to store your empties on site, see Freeman and arrangements can be made for a storage fee that will include pick-up and delivery. There will be a fee for this service.

Move-Out Instructions

Move-Out will begin at 4:15PM on Thursday, October 30, 2014. Please note that exhibitors are expected to stay in their booths until the show is closed and the attendees have had an opportunity to leave the floor. Move-Out is a very busy time on the show floor and can be very frustrating if you are trying to be the first one out of the hall. With the show closing earlier this year we would like to help you plan the most convenient move-out for your booth. Once the show has closed, you may begin the tear down process. There will be show management representatives near the dock who can help you once your booth is completely packed and brought over to this area.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

NOTIFICATION FORM

Save Time – Complete the Form Online

In the best interest of the exhibitors, ArchitectureBoston Expo has selected Freeman as the Official General Service Contractor. If you, the exhibitor, have contracted with any firm other than those appointed by ArchitectureBoston Expo, you must complete and return this form no later than 4:30 pm Monday, October 7, 2014. In addition, it is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors.

EAC's are required to provide a certificate of insurance showing minimum liability of $1,000,000 per occurrence and $2,000,000 in the aggregate, including products and completed operations, independent contractors personal injury and blanket contractual liability; Auto Liability in the amount of $1,000,000 per occurrence and in the aggregate when automobiles will be used on the premises.

It is a requirement that all exhibitors shall provide Show Management with a certificate of insurance naming ArchitectureBoston Expo, The Boston Convention & Exhibition Center (BCEC), The Boston Society of Architects and their directing officers, employees and agents, as additional insured against any and all liabilities, costs, damages, and expenses (including attorneys' fees) resulting from claims against the exhibitor in connection with the exhibitor's use ArchitectureBoston Expo display space and/or other participation and investment in ArchitectureBoston Expo. The certificate must specify coverage for move-in and move-out as well as for show days (October 28-30, 2014).

EAC's must have all business licenses, work permits and insurance required by local, State and City governments and Facility Management before beginning work, and be able to provide Show Management with evidence of compliance.

Exhibiting Company: _____

Exhibit Contact: _____

Phone: _____

Booth Number: _____

EAC Company: _____

Address: _____

City/State/Zip: _____

Contact: _____

Phone: _____

Services provided by Contractor: _____

Exhibitor Signature Only X: _____

Please mail or fax to:
ArchitectureBoston Expo Attention Rich Elskamp 1645 Falmouth Road, Suite 1A Centerville, MA 02632
Phone: 508-568-1960 Fax: 508-790-4750 Email:relskamp@tradeshowmgmt.com

EXHIBITOR APPOINTED CONTRACTOR (EAC)

ELECTRICTY

The Boston Convention & Exhibition Center (BCEC) is the exclusive electrical contractor in the Exhibition and Conference Center. As the exclusive provider of general electrical services, the BCEC is also solely responsible for hanging lighting fixtures and truss in the Exhibition Hall. The electrical team, a professional and efficient staff, is always accessible to accommodate the electrical needs of all of our exhibitors. For your convenience, the BCEC maintains an office within the BCEC. The electrical contractor must handle all electrical connections.

Electricity to all booths are turned on at 8:00 am on show days and cut off almost immediately at the close of the show each day. If you need 24-hour electricity and/or you need special extended electrical service at the close of the show, you must notify the BCEC of your special needs (617-954-2230) upon ordering your electricity. It is advisable that you verify your request on site.

If you have any further questions, please contact show management or call the BCEC directly at 617-954-2000.

TELEPHONE SERVICE

The BCEC is the exclusive provider of telephone service at the Boston Convention & Exhibition Center (BCEC). We encourage you to request, on your telephone order form, that your phone line be installed as early as possible based on your arrival to your booth. Be sure to check for your line as soon as you arrive. If you require addition service or you are having trouble with your line or device, please contact the BCEC Telecommunication Department at the exhibitor service desk.

SECURITY

As at past shows, security will be as tight as possible for your protection. We ask that you honor all security rules, which have been created to assure that your property is not lost or damaged. Please understand that our security emphasis is to protect you and your property.
Communicate these rules to your entire staff.

A 24-hour security service is provided to prevent entry to exhibit areas by anyone not authorized by Show Management or not wearing proper badges for admission to such areas. The security service does not guarantee exhibitors against loss. Neither does it imply an assumption of liability for exhibitors' property by Show Management. Any exhibitor wanting to stay in the hall after published hours must hire a security guard directed by Show Management to keep such exhibitor and exhibitor staff in their own booth space to prevent unauthorized “wandering” into other exhibitors’ booths.

In general, security will work as follows:
 No luggage whatsoever will be allowed in the exhibit space during the entire show operation. There will be a coat check area provided.

 Security pass forms on all material will be used to minimize the potential for inappropriate removal of exhibitor materials.

 Access to exhibit space is strictly prohibited once the space is closed for the night by Show Management (see schedule of events).

 Show badges must be worn at all times by your staff to gain entry to the exhibit space.

 Work badges are only valid for set-up and break-down of your exhibit.

 Show Management reserves the right to inspect any package, box, handbag, or other means of conveyance leaving or entering the show at any time. Anyone not allowing such inspection will not be allowed to remove uninspected property from the hall until all other exhibitors have left.

 During break-down, all items are subject to security search. Anyone refusing to allow an item to be searched upon request will be required to leave that item in the hall until all other exhibitors have left and no claims for missing property have been received. Move-in and move-out are particularly vulnerable times which can result in inadvertent mixing of exhibitors’ belongings as well as actual pilferage.

 Be sure to safeguard your exhibit materials and check your own insurance coverage. Turning in your bill-of-lading to the official contractor during move-out does not relieve you of the responsibility for your belongings.

 Neither Show Management nor any contractor is able to assure total security of your property on the show floor if unsupervised during move-in or move-out. At move-out, specific arrangements should be made to package, or place under lock and key, any item of extremely high value, and especially any items of general interest such as small instruments, walkie-talkies, high-fidelity equipment, projectors, etc.

OTHER CONTRACTORS AND MCCA ORDERING GUIDELINES

FOOD AND BEVERAGE

Food & Beverage Samples

The BCEC prohibits any food or alcoholic beverages from being brought into the building. The distribution of alcoholic beverages, regardless of type and/or quantity, is the sole responsibility of the MCCA's exclusive Food & Beverage provider. Food & Beverage sampling in conjunction with specific food distribution exhibits may be permitted, by approval in writing, by the exclusive F&B service provider General Manager.

In order to obtain authorization to distribute food & beverage items, one of the following conditions must exist:

1. The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute SAMPLE sizes (two (2) ounces of pre-packaged food items or four (4) ounces of non-alcoholic beverages) of his/her product and cannot participate in cash sales of said product during the show.

-- OR --

2. The party interested in distributing food and/or beverage items may pay a fee to be determined by the exclusive F&B service provider as an exclusivity waiver.

If a party brings unauthorized food and/or beverage items into the BCEC and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space. If this is not possible, the exclusive F&B service provider will pick up the product from the exhibit or meeting space and hold it in storage until the close of the event.

Sampling Authorization Form – This form outlines policies and procedures pertaining to F&B sampling at the BCEC. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by the exclusive F&B provider for the BCEC.

Temporary Food Service Permit Application – The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B served at the BCEC that is not sourced through the BCEC's exclusive F&B provider. Permit fees begin at $30.00 for a one-day permit with $5.00 for each additional day of sampling (example: a 3-day permit costs $40.00). Please direct any questions you may have to the exclusive F&B service provider Sales Office at 617-635-5326.

Please send the food permit and check to the following:

BOSTON INSPECTIONAL SERVICES DEPARTMENT
DIVISION OF HEALTH INSPECTIONS
1010 MASSACHUSETTS AVENUE
BOSTON, MA 02118
(617) 635-5326 FAX
(617) 635-5388

Permits and checks must be submitted no later than September 29, 2014. We thank you in advance for your cooperation with these policies and procedures. Should you have any questions, please do not hesitate to contact us.

OTHER CONTRACTORS AND MCCA ORDERING GUIDELINES

FOOD AND BEVERAGE

BOSTON INSPECTIONAL SERVICES DEPARTMENT
DIVISION OF HEALTH INSPECTIONS
1010 MASSACHUSETTS AVENUE BOSTON, MA 02118
617) 635-5326 FAX (617) 635-5388

TEMPORARY FOOD SERVICE APPLICATION

NAME OF APPLICANT: _____ PHONE # _____

NAME OF OWNER (If different): _____

ADDRESS OF APPLICANT: _____

NAME OF EVENT: _____

ADDRESS OF EVENT: _____

SPECIFY DATES & TIMES OF EVENT: _____

SIGNATURE OF APPLICANT: _____

FOOD TO BE SERVED: LIST ALL FOOD THAT WILL BE SERVED AND THE ESTABLISHMENT WHERE THE FOOD WAS PURCHASED: **PREPARATION/COOKING FACILITIES**: ON SITE: YES ___ NO ___, IF YES, DESCRIBE FACILITIES AND EQUIPMENT _____

OFF SITE: YES ___ NO ___ IF YES, WHERE? _____

TYPE OF TABLEWARE: PAPER PRODUCTS _____ CHINA_____

DESCRIBE WAREWASHING FACILITIES FOR UTENSILS AND EQUIPMENT:

FOOD PROTECTION

DESCRIBE EQUIPMENT AND MEANS OF TRANSPORTING FOOD HOT (140□□F OR ABOVE), COLD (45□□F OR BELOW): _____

REFRIGERATION: REQUIRED ____ NOT REQUIRED_____

METHOD OF REFRIGERATION: _____

TYPE OF COOKING/HOT HOLDING EQUIPMENT: _____

DESCRIBE MEASURES TO PROTECT FOOD FROM CONTAMINATION DURING PREPARATION, STORAGE AND DISPLAY: _____

GARBAGE AND RUBBISH:

DESCRIBE MEANS FOR STORAGE AND DISPOSAL: _____ PERSONNEL AND FOOD HANDLING PRACTICES: NUMBER OF FOOD HANDLERS: _____ LOCATION OF HANDWASHING FACILITIES:_____ LOCATION OF TOILET FACILITIES:_____

HAIR RESTRAINTS PROVIDED: YES: ___ NO: ___ DISPOSABLE GLOVES PROVIDED: YES: ___ NO: ___

OFFICE USE ONLY:

INSPECTOR'S RECOMMENDATIONS: _____

ACTION TAKEN: PERMIT DENIED: _____ REASON FOR DENIAL: _____

PERMIT GRANTED: _____ CONDITIONS: _____

INSPECTOR: _____ DATE: _____

OTHER CONTRACTORS AND MCCA ORDERING GUIDELINES

MCCA ELECTRICAL SERVICES ORDERING FORM

Massachusetts Convention Center Authority

Exhibitor Order Form - Electrical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.masscenter.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT										
DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
500 Watt Box (5 amps)		$111.00	$139.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		$146.00	$183.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		$182.00	$227.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		$211.00	$263.00		+50% rate		+100% rate		+150% rate	
SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT										
DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
208V Single Phase 30 Amp		$318.00	$397.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		$606.00	$757.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		$930.00	$1,163.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		$576.00	$720.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		$870.00	$1,087.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		$1,380.00	$1,724.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		$2,632.00	$3,289.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		$4,648.00	$5,809.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		$877.00	$1,096.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		$1,521.00	$1,901.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		$2,808.00	$3,510.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		$5,581.00	$6,976.00		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		$32.00	$40.00							
										TOTAL DUE $ _____

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OTHER CONTRACTORS AND MCCA ORDERING GUIDELINES

SMARTSOURCE COMPUTER AND AUDIO VISUAL RENTALS

SmartSource® COMPUTER & AUDIO VISUAL RENTALS

ABX 2014

OFFICIAL TECHNOLOGY RENTAL ORDER FORM

QTY	LARGE LED & LCD DISPLAYS - Include Desk Stand	PRICE	TOTAL
	80" LED Display (16:9) - Includes Speakers	$2,090.00	
	65" LED or Plasma Display (16:9) - Includes Speakers	$1,670.00	
	55" LED Display (16:9) - Includes Speakers	$1,095.00	
	46" LCD Display (16:9) - Includes Speakers	$780.00	
	40" LCD Display (16:9) - Includes Speakers	$620.00	
	32" LCD Display (16:9) - Includes Speakers	$410.00	
	Wall Mount Bracket for 32-65" Display	$25.00	
	72" Dual Post Stand for 32" and Larger being used with Rental Display	$95.00	
	72" Dual Post Stand for 32" and Larger with client's own display & mount	$180.00	
	Spandex Wrap for Dual Post Floor Stand	$35.00	
	Accessory Shelf for Dual Post Stand to hold VCR, DVD, Laptop etc.	$25.00	

QTY	TOUCH SCREEN LCD DISPLAYS	PRICE	TOTAL
	46" LCD Touch Screen Display	$1,250.00	
	42" LCD Touch Screen Display	$1,040.00	
	32" LCD Touch Screen Display	$655.00	

QTY	TABLE TOP LCD DISPLAYS	PRICE	TOTAL
	24" LCD Display (16:9)	$155.00	
	19" LCD Display (4:3)	$95.00	
	Wall Mount Bracket for 19-24" LCDs	$25.00	
	72" Single Post Stand for 19-24" LCD Monitors being used with SSR Display	$95.00	
	72" Single Post Stand for 19-24" LCD Monitors w/ client's own display & mount	$180.00	

QTY	HP TOUCHSMART All-In-One PC – Win Vista 64Bit Business Edition	PRICE	TOTAL
	Core 2 Duo 2.16Hz, 4GB RAM, 500GB HD, 22" Touchscreen LCD	$340.00	
	QuadCore i7 3.4Ghz 8GB Ram 1TB 23" Touchscreen LCD (Win 7 Pro)	$445.00	

QTY	PC DESKTOPS & LAPTOPS	PRICE	TOTAL
	Desktop -C2D 2.4GHz, 2GB RAM, 160GB HD, DVD-CDRW, NIC, 17" LCD	$190.00	
	Desktop - Quadcore i7 2.93GHz, 8GB RAM, 1TB Hard Drive, 17" LCD	$240.00	
	Laptop - C2D 2.0, 4GB RAM, 120GB Hard Drive, DVD-RW	$190.00	
	Laptop - QuadCore i7 2.2GHz, 8GB RAM, 500GB Hard Drive	$305.00	

QTY	APPLE EQUIPMENT	PRICE	TOTAL
	Apple 20" IMAC Intel Core 2 Duo 2.0GHz 4GB 250GB DVDRW	$340.00	
	Apple 24" IMAC Intel Core 2 Duo 2.4GHz 4GB 250GB DVDRW	$410.00	
	Apple 27" IMAC Intel Core I5 Quad 3.1ghz 8GB 1TB DVDRW	$465.00	
	Apple 15.4" MacBook Pro Core 2 Duo 2.16GHz 2GB 100GB DVDRW	$255.00	
	Apple 15.4" MacBook Pro i7 Quadcore 2.4 GHz 2GB 160GB Super Drive	$305.00	
	Apple 15.4" MacBook Pro QuadCore i7 2.4 GHz 8GB 750GB	$410.00	

	EQUIPMENT SUB TOTAL		

Show Code: ABXC1014

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OTHER CONTRACTORS AND MCCA ORDERING GUIDELINES

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ABX 2014

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	QTY	EARLY* thru 09/04/14	ADVANCE* thru 10/04/14	STANDARD** after 10/04/14	TOTAL
X•Press Connect App - Licensed App for YOUR iPhone, iPad, and Androids. Use your own mobile device to scan or type badge ID for real-time lead information. X•Press Connect features include standard qualifiers or surveys, fast email "follow-up", schedule appointments (iPhone only), lead rating, view real-time statistics and the ability to work offline. *Leads uploaded in real-time to our password protected website.* watch video	☐	$335	$390	$450	
Additional License - If you plan to use the app on more than one device, you will need to purchase additional licenses. Each mobile device requires a license to activate the app.	☐	2nd license free			$0
	☐	$125 for each additional license beyond 2			

System Requirements: Android – compatible with phones and tablets (2.x or higher)
Apple IOS – compatible with phones and IPads (3.x or higher) 3 megapixel or higher camera is recommended

Additional X•Press Connect App licenses can also be added with the purchase of the X•Press Connect Plus.

X•Press Connect Plus Mobile - Handheld Wireless Device This is a wireless handheld mobile device that comes with a charger for overnight charging. Scan badge, retrieve instant complete contact data, add notes, qualifiers, and rate the lead. (Mobile device provided). *Leads uploaded in real-time to our password protected website.* watch video	☐	$425	$475	$540	
Connect Plus Bundle - Includes Unit, X•Press DITP Service and X•Press Custom Qualifiers at a 10% savings	☐	$560	$640	$760	

3rd Party X•Press Data Conversion Service - Retrieve complete badge information on your third party device real-time or post event. If you use your own lead retrieval system, the Data Conversion Service is required. The QR Code for this event will only include minimal information: Badge ID, Show Code, First Name, and Last Name. To obtain complete attendee data real-time or post-event, you will need to order the Data Conversion Service.	☐	$550 pre event	$750 onsite	
		Data Conversion Service cost is per event		

X•Press Extras - Optional Services

Connect Plus Printer Add a Bluetooth printer for hardcopy leads printout on the Connect Plus. One needed for each unit ordered.	☐	+$75	+$85	+$95	
X•Press Custom Sales Lead Qualifiers Available for all systems to enhance your post-show follow up. Target ideal prospects! Submit customized qualifiers with an online order or by email to xpressleadpro@cdsreg.com . - *20 lines with a 22 character limit*	☐	$100	$120	$155	
X•Press DITP Service Delivery, Installation, Training and Pick-up Service. Ensure your booth staff learns tips to maximize results.	☐	$100	$120	$155	

X•Press Post-Show service (can be used with purchase of lead retrieval)

X•Press eBlast Email Service to Your Leads X•Press eBlast is the complete event email campaign solution. Send custom HTML or plain text emails to your leads, complete with a personalized greeting and your company's unique message. - *this is a post-show service*	☐	$205	$255	$300	

Protect your lead retrieval equipment if stolen or damaged by including the loss damage waiver with your order.

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Fax both order pages to 1.508.759.4238 ($10 processing fee will be applied on all faxed, mailed and emailed orders.)

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Please Note: Product availability is subject to the individual show.
http://conventiondataservices.com/products/exhibitors.aspx

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TOTAL (US dollars)	=

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